

CABLE TELEVISION PRODUCER

General Definition of Work:

Performs technical work producing and directing live and recorded television programs and assisting in the production of programs on the County's cable television government access channel and website. Work is performed under the general supervision of the Cable Television General Manager.

Essential Functions/Typical Tasks:

Assists with Communications and Outreach programs; produces video for government cable television channels, County departments, and other public venues; prepares graphic projects; directs, produces and implements cable television programs.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Directs, films, and edits video productions for internal and external airing.
- Develops graphics and edits a finished product.
- Produces and directs live meetings on Channel 22 and live-to-tape productions in the field.
- Edits videos for airing on Channel 22.
- Films and/or directs video spots for editing or live videos (Commissioner meetings, parades).
- Researches and writes scripts.
- Produces DVDs of video recordings.
- Uploads video productions to the internet for website streaming.
- Researches, gathers, and compiles content (pictures, videos, and newspapers) for projects.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of all aspects of video editing and directing; technical knowledge of internet video streaming; general knowledge of scripting, programming, design principles, and electronic transmission technologies; skill in the preparation, maintenance and operation of internet, video, and cable production equipment and software; ability to develop creative and effective audio-video programs and services; ability to follow detailed written and oral instructions; ability to plan work and work independently; ability to establish and maintain effective working relationships with others.

Education and Experience:

Requires graduation from an accredited college or university with a degree in television production, mass communications, or a related field and considerable experience in television, film, or video production. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the state of North Carolina.
Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.